

R 131700Z MAY 05
TO AIG 4579
AL 4579(UC)
CDRUSASSI FT JACKSON SC
UNCLAS
MSGID/GENADMIN/DFAS-IN-PTAA//
SUBJ/ LAUNDRY AND DRY CLEANING FOR MILITARY AND CIVILIANS
(TTM 05-11)//
RMKS/

- A. JOINT FEDERAL TRAVEL REGULATIONS (JFTR) PAR U1410
- B. JOINT TRAVEL REGULATIONS (JTR) PAR U1410 AND PAR U4553
- 1. THIS TRAVEL TECHNICAL MESSAGE IS A REMINDER THAT WHILE LAUNDRY AND DRY CLEANING ARE AN ENTITLEMENT, TRAVELERS SHOULD USE GOOD JUDGEMENT WITH EXPENSES.
- 2. MILITARY AND CIVILIANS HAVE DIFFERENCE GUIDANCE REGARDING LAUNDRY AND DRY CLEANING. THEY WILL BE ADDRESSED SEPARATELY BELOW:

3. MILITARY

WHEN MEMBERS ARE TDY WITHIN THE CONTINENTAL UNITED STATES (CONUS) THEY MAY HAVE CLOTHES CLEANED AND PRESSED AND BE REIMBURSED THEIR ACTUAL EXPENSES UP TO AN AVERAGE OF \$2.00 PER DAY. THE MEMBER MUST HAVE SPENT SEVEN (7) CONSECUTIVE NIGHTS TDY TO BE REIMBURSED. MEMBER WILL NOT BE REIMBURSED FOR LAUNDRY/DRY-CLEANING AND PRESSING OF CLOTHING EXPENSES INCURRED BEFORE LEAVING FOR TDY NOR AFTER RETURNING FROM TDY. EXPENSES FOR CLEANING AND PRESSING ARE ELIGIBLE FOR REIMBURSEMENT WHEN INCURRED WHILE IN A TRAVEL STATUS ONLY. WHEN MEMBERS ARE OUTSIDE OF THE CONTINENTAL UNITED STATES (OCONUS) LAUNDRY/DRY-CLEANING AND PRESSING OF CLOTHING IS NOT A SEPARATELY REIMBURSABLE EXPENSE BECAUSE MONEY HAS BEEN ALLOTED AS PART OF THE INCIDENTAL EXPENSE ALLOWANCE. WHEN ACTUAL EXPENSE ALLOWANCE (AEA) IS AUTHORIZED FOR THE TRIP, THIS ENTITLEMENT IS INCLUDED IN THE AEA AUTHORIZED.

4. CIVILIAN

WHEN CIVILIAN TRAVELERS ARE TDY WITHIN CONUS FOR AT LEAST FOUR (4) CONSECUTIVE NIGHTS THE COST OF CLEANING AND PRESSING OF CLOTHES IS REIMBURSABLE. WHEN CLEANING OR PRESSING OF CLOTHING EXCEED \$75.00 OR MORE A RECEIPT WILL BE REQUIRED. WHEN CIVILIAN TRAVELERS ARE TDY OCONUS THE COST FOR LAUNDRY, DRY CLEANING AND PRESSING OF CLOTHING IS NOT A SEPARATELY REIMBURSABLE EXPENSE. WHEN ACTUAL EXPENSE ALLOWANCE (AEA) IS AUTHORIZED FOR THE TRIP, THE COST FOR CLEANING AND PRESSING OF CLOTHING IS INCLUDED IN THE AEA. AGAIN, CLEANING AND PRESSING OF CLOTHING MUST TAKE PLACE WHILE THE TRAVELER IS IN A TRAVEL STATUS, NOT BEFORE LEAVING OR AFTER RETURNING FROM TDY.

5. POC FOR THIS MESSAGE IS TRAVEL PAY SERVICES, TRAVEL MANAGEMENT AND PROCEDURES OFFICE, 317/510-1049/5372.//